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Approved For Release 2003/01/29 : CIA-RDP80-01826R000100130031-7

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7 August 1962

CONFIDENTIAL

MEMORANDUM FOR: Director of Personnel

SUBJECT: Accomplishments, Plans and Objectives

1. Accomplishments - FY 1962a. Surplus Personnel Program, [REDACTED]

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A significant work load factor during the period involved the provision of staff support to the program for the identification of personnel surplus to the CSCS. Support was provided to the Divisions and Staffs in the determination of individuals surplus to their requirements and to the CSCS Board and Panel Sections in connection with determining personnel surplus to the CSCS. Our Panel Secretaries participated also in the actions taken by the Review Committees and subsequent processing of individuals declared surplus by the Director of Personnel and the Director of Central Intelligence. Considerable information concerning individual cases was provided to the Inspector General and members of the Director's Staff. This program represented a work load factor not previously encountered by the Division and over and above our normal operations.

b. Secretariat Service to the CSCS Board and Panel Sections

The Division prepared agenda and provided information to the CSCS Board and Panel Sections in connection with the competitive selection for promotion of members of the CSCS. For each grade, this was accomplished semi-annually.

c. Staffing of the Divisions and Special Staffs

During the period intensive efforts were required to redistribute CSCS personnel to staff on a priority basis the Task Force W, and to increase the strength of the WH and AF Divisions. These efforts required the identification of personnel in other Divisions who met the specialized qualification requirements of the positions to be filled and the arranging for the release and transfer of individuals so selected. A large number of placement interviews were occasioned by this requirement and substantially complete staffing of priority areas attained.

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DOC 8	REV DATE 2-2-81	BY [REDACTED]
ORIG COMP	OPI 32	TYPE 01
ORIG CLASS 5	PAGES 4	REV CLASS C
JUST 22	NEXT REV 2011	AUTH: HR 10-2

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downgrading and
declassification

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d. Establishment of the Personnel Management Committee

To provide a greater degree of centralized control of personnel utilization and development in the CSCS, the DDP established the Personnel Management Committee, whose Chairman was delegated the authority to oversee the day-to-day personnel management functions of the CSCS. The Division provided the staff support to enable the Chairman to discharge the responsibilities so delegated. Agenda were prepared for PMC meetings and the more significant personnel actions were submitted to him with CSPD recommendations as to decisions to be made.

e. Panel Section D Activities

This Section provided through the IAS 451 personnel, GS-08 and below, to the Clandestine Services, which included 109 Stenographers, 181 Typists, and 161 Clerks. The Special Secretarial Group program, started last year, was continued successfully. As of the reporting date 10 members are overseas, 1 is in training, and 2 additional members are in process. We have requested the Recruitment Branch to step up their efforts to procure additional members so that an average of one "EOD" per month can be attained. 1282 Reassignments and 627 promotions of Panel D personnel were processed during the

f. JOT Program

The Division continued to participate in the attachment of JOT's to the Area Divisions for on-the-job training, and monitored the assignments of JOT's who had entered the Clandestine Services Career Service.

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g. Agent Panel

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During fiscal 1962, the number of career agents increased from [] and staff agents from []. The last figure, however, includes staff agents reassigned to [] about whom the Secretariat is not generally expected to obtain detailed information. Because of Clandestine Services' emphasis on non-official cover, there will probably be a substantial increase during fiscal 1963 in the number of career and staff agents.

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In addition to the work load discussed above, the Secretariat has provided to the Agent Panel and to Mr. [] its Advisor, information and support on the basis of which the Panel makes recommendations concerning the standardization and development of appropriate allowances and benefits for career and staff agents as well as recommendations for revisions of regulations and procedures designed to reduce the work load now required in the administrative support of agents.

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2. Program Plans - FY 1963

a. Direct Recruitment of CS Officers

To fill an accumulation of requirements for CS Officers with specialized education and experience, the Division will be responsible for supporting an external recruitment program. Specific job requirements will be developed and candidates referred to the appropriate offices for consideration.

b. Filling of Priority Vacancies

Despite the concentration of current efforts to staff priority areas, WH, AF, TFW, a number of critical vacancies remain to be filled during FY 1963. In this connection, CSPD will continue to identify qualified candidates who can be made available for reassignment.

c. Career Development Activities

Plans and methods will be developed to institute more effective ways of providing for the progressive development and utilization of CSCS officer personnel. CSPD will have as an objective the coordination of individual Division and Staff personnel planning and career development activities in order to develop an integrated program which will encompass the entire CSCS.

d. Rotation of Officer Personnel

Increased effectiveness of staffing through appropriately planned assignments will be a major objective. Attempts will be made to plan future assignments of groups of officers who are scheduled to complete tours at a specific post at about the same time rather than to approve future assignments on an individual basis after the FRQ is received. This change will provide greater flexibility and increased effectiveness in staffing priority requirements as well as assuring developmental opportunities to the officers concerned.

e. Recording and Analysis of Qualifications

It is proposed that the Division participate in the introduction of an effective means of recording attained qualifications of CS officers. This system will necessarily require major efforts on the part of the Qualifications Analysis Branch, POD, but CSPD will participate to the extent practicable.

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f. Staff Support to the PMC, to the CSCS Board and Panels

This basic function of CSPD will continue to represent a major work load factor. Promotion programs will be planned so as to provide a progressive advancement program consistent with job requirements and approved staffing requirements.

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Chief, Clandestine Services
Personnel Division

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